

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and resources. This may involve researching existing solutions, consulting with experts, or collecting data.

3. The third step is to analyze the information and develop a plan. This involves breaking down the problem into smaller, manageable parts and determining the best approach to solve each part.

4. The fourth step is to implement the plan. This involves putting the proposed solution into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves comparing the actual outcomes with the expected results and identifying any areas for improvement.

6. The sixth step is to communicate the findings. This involves sharing the results of the analysis and the proposed solution with the relevant stakeholders.

7. The seventh step is to document the process. This involves creating a record of the steps taken and the results achieved, which can be used for future reference.

8. The eighth step is to review the process. This involves reflecting on the entire process and identifying any lessons learned or areas for improvement.

9. The ninth step is to implement improvements. This involves making changes to the process based on the lessons learned and the areas for improvement identified.

10. The tenth step is to monitor and evaluate the improved process. This involves tracking the performance of the improved process and ensuring that it continues to meet the requirements.

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